

(The NOAA Travel Handbook does not repeat guidance provided in the Federal Travel Regulation (FTR) or the Department of Commerce Travel Handbook but gives further guidance specific to NOAA.)

Part 302-10--ALLOWANCES FOR TRANSPORTATION AND EMERGENCY STORAGE OF A PRIVATELY-OWNED VEHICLE (POV)

SUBPART A--GENERAL RULES & DEFINITIONS

302-10.3-- **Post of Duty.** An official station outside the continental U.S. (**OCONUS**). This term is distinguished from an official station within the continental U.S. (**CONUS**).

302-10.8-- **Additional Ineligible Vehicles.** Vehicles weighing more than 6000 pounds, recreational vehicles, campers, and boats, are not eligible for shipment or storage.

Note: Personal transportation expense, incurred after completion of en route travel and while privately-owned vehicle (POV) is in transit, including a rental car, taxi, bus, etc., is a personal expense and is not reimbursable under FTR. (*Reference: G-13825-RELO, 04/18/97; B-234861, 07/11/ 89; B-199122, 02/18/81.*)

302-10.9(a) – **Actual Expense Method.** Under the actual expense method, NOAA assumes responsibility for awarding contracts and for other negotiations with carriers. The POV is shipped on a Government bill of lading, and NOAA audits and pays transportation vouchers directly to carriers. Under this method, the POV is shipped by NOAA, not by the employee. The processing of any loss and damage claims are the direct responsibility of NOAA.

302-10.9(b) – **Commuted Rate System.** Under the commuted rate system, an employee makes his/her own arrangements for transporting the POV, or transports the POV by non-commercial means, and pays the carrier. Under this system, reimbursement by NOAA is limited in accordance with schedules of commuted rates contained in the General Service Administration publication, Commuted Rate Schedule for Transportation of Household Goods.

Note: When the commuted rate system is used, NOAA cannot take advantage of special discounts which may be offered. NOAA is relieved of administrative responsibility. The employee is responsible for all dealings with the carrier and must handle any loss and damage claims.

SUBPART B --TRANSPORTATION OF A POV TO A POST OF DUTY

General

302-10.101-- **Authorization Exception.** Transportation of the POV to duty stations at Government expense will not be authorized where roads and streets at the duty station are not available or are so limited that the use of POVs could not be expected or required.

POV Transportation at Time of Assignment

302-10.140-- **Specific Condition.** In NOAA, when an employee transports a POV to and from Alaska, the Pacific area, and Puerto Rico, the appropriate Assistant Administrator, Staff Office Director, or his/her designee, must approve transportation of POV to and from only these areas.

Note: An employee or immediate family member traveling to the post of duty and accompanying an approved POV on the Alaska Marine Highway (Alaska Ferry) will not be considered as transporting a POV under this part. (*Reeder; B-188391, 12/16/77*)

Note: An employee must ensure that a POV being transported to a remote location is in good mechanical condition and will withstand a service period of four years without major repairs. At remote sites, automobile mechanics or parts may not be available.

POV Transportation Subsequent to the Time of Assignment.

302-10.170 and 10.172-- **Approval of POVs not previously transported at time of assignment and transportation of replacement POVs.** In NOAA, approval to transport a POV after the time of assignment may be authorized when the proper authorizing official (Assistant Administrator, Staff Office Director, or his/her designee) has determined that having use of a POV at the post of duty is advantageous, cost-effective, and in the Government's interest.

Note: NOAA organizations are advised to limit shipments under this authority to only those post of duty stations considered remote stations without reasonable access to automobile dealerships.

(a) **POVs** under this part will be transported to the post of duty from the dealership location that represents the least transportation cost to the Government.

(b) **POVs** under this part will not be transported for employees with less than one full year of service left on a tour of duty.

SUBPART D—TRANSPORTATION OF A POV WHOLLY WITHIN CONUS

301-10.301(a) – **Approval for Transportation of a POV Wholly Within CONUS.**

Transportation of POV(s) wholly within CONUS must be approved on the travel order by the appropriate authorizing official as listed in this handbook, Chapter 301-1.4c, and supported by an approved cost comparison of expenses for driving a POV versus shipping a POV. Authorizing officials are responsible for reviewing and approving the cost comparison to determine if transportation of a POV within CONUS is cost-effective for the Government.

301-10.301(b) – **Number of POVs.** The number of POVs transported is restricted to one (1) vehicle except under the special circumstances listed in FTR Chapter 302-2.3(e). Transportation of more than one POV must be approved on the travel order as cost-effective to the Government and supported by a cost comparison. Transporting more than one POV should be cost-effective to the Government, based on a cost comparison of driving two or more POVs versus shipping two or more POVs.

COST COMPARISON FOR TRANSPORTATION OF POV WITHIN CONUS

Transportation of POV within CONUS should be authorized only when cost-effective to the Government.

Employee Name

Travel Order Number

Driving POV:

Number of miles from old duty station to new duty station: _____ x

Applicable mileage rate _____ = \$ _____

(Note: mileage rate used can be found in Chapter 302-2.3(b))

Total Per Diem incurred for employee and family (Reference: Chapter 302-2.3(d)) = + _____

(Note: 3/4 of the M&IE may be claimed on the first and last day of en route travel)

Number of work hours lost as a result of driving: _____ x hourly wage: _____ = + _____

Total Cost \$ _____

Transportation of POV:

Cost of Transportation of POV \$ _____

Cost of Government Airfare for Employee and Family + _____

Total Cost \$ _____

Based on the information above, I certify that transportation of POV to the new official duty station is more cost-effective for the Government than driving a POV to the new official duty station. This approval will be attached to the travel order.

Signature of Authorizing Officer of Travel Order

Date

Name of Approving Official (Type or print)

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EXHIBIT 302-10.B
COST COMPARISON EXAMPLES
OF DRIVING VERSUS SHIPPING OF POV

Mileage from Washington, D.C. , to: <u>Mileage Rates:</u>			<u>Hourly Wage</u>
Seattle, WA	2697 miles	Employee + 3 occupants of auto = 20 cents per mile	<u>of GS-11/1:</u>
Boulder, CO	1669 “	Employee = 15 “ ” “	\$18.88
Kansas City, MO	1059 “	<u>Per Diem:</u> (3/4 M&IE on first and last day of travel)	
Norfolk, VA	189	Full Days= \$80 (Employee) + \$180 (spouse + 2 child over 12) = \$260	

<u>Family of 4 - employee, spouse, 2 children over 12 yrs.</u>	<u>Single Employee</u>
Seattle: 2697 miles divided by 300 miles per day = 9 days	
2697 x 20 cents = \$ 539.40	2697 x 15 cents = \$ 404.55
9 days x per diem = 2,128.78	9 days x per diem = 655.00
7 work days x 8 hours x wage of \$18.88 = <u>1,057.28</u>	7 x 8 x \$18.88 = <u>1,057.28</u>
Total \$3,725.46	Total \$ 2,116.83
Shipment of POV = \$ 1,214.00	Shipment of POV = \$ 1,214.00
Airfare x 4 = <u>1,136.00</u>	Airfare = <u>284.00</u>
Total <u>\$ 2,350.00</u>	Total <u>\$ 1,498.00</u>
Shipment of POV from Seattle to Washington, D.C., would cost less for the family of four.	Shipment of POV from Seattle to Washington, D.C., would cost less for the single employee.
Boulder: 1669 miles divided by 300 miles per day = 6 days	
1669 x 20 cents = \$ 333.80	1669 x 15 cents = \$ 250.35
6 days x per diem = 1,348.78	6 days x per diem = 415.00
5 work days x 8 hours x \$18.88 = <u>755.20</u>	5 x 8 x \$18.88 = <u>755.20</u>
Total \$2,437.78	Total = \$1,420.55
Shipment of POV = \$ 956.00	Shipment of POV = \$ 956.00
Airfare x 4 = <u>656.00</u>	Airfare = <u>164.00</u>
Total <u>\$1,612.00</u>	Total <u>\$1,120.00</u>
Shipment of POV from Boulder to Washington, D.C., would cost less for the family of four.	Shipment of POV from Boulder to Washington, D.C., would cost less for the single employee.
Kansas City: 1059 miles divided by 300 miles per day = 4 days	
1059 x 20 cents = \$ 211.80	1059 x 15 cents = \$ 158.85
4 days x per diem = 828.78	4 days x per diem = 255.00
4 work days x 8 hours x \$18.88 = <u>604.16</u>	4 x 8 x \$18.88 = <u>604.16</u>
Total <u>\$1,644.74</u>	Total \$1,018.01
Shipment of POV = \$ 655.00	Shipment of POV = \$ 655.00
Airfare x 4 = <u>1,264.00</u>	Airfare = <u>316.00</u>
Total \$1,919.00	Total <u>\$ 971.00</u>
Driving from Kansas City to Washington, D.C., would cost less for the family of four.	Shipment of POV from Kansas City to Washington, D.C., would cost less for the single employee.

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EXHIBIT 302-10.B (Continued)
COST COMPARISON EXAMPLES
OF DRIVING VERSUS SHIPPING POV (CONTINUED)

Mileage from Washington, D.C., to:		<u>Mileage Rates:</u>	<u>Hourly Wage</u>
Seattle, WA	2697 miles	Employee + 3 occupants of auto = 20 cents per mile	<u>of GS-11/1:</u>
Boulder, CO	1669 “	Employee = 15 “ ” “	\$18.88
Kansas City, MO	1059 “	<u>Per Diem:</u>	
Norfolk, VA	189 “	\$80 (Employee) + \$180 (spouse + 2 child over 12) = \$260	

Family of 4 - employee, spouse, 2 children over 12 yrs.

Single Employee

Norfolk: 189 miles = 4 hours of travel
189 x 20 cents = \$ 37.80
No per diem allowed under 12 hours = .00
1 work day x 8 hours x \$18.88 = \$ 151.04
Total **\$ 188.84**

Shipment of POV = \$ 112.00
Airfare x 4 = 1,440.00
Total \$ 1,552.00

Driving from Norfolk to Washington, D.C., would cost less for the family of four.

89 x 15 cents = \$ 28.35
No per diem .00
1 x 8 x \$18.88 = 151.04
Total **\$ 179.39**

Shipment of POV = \$ 112.00
Airfare = 360.00
Total \$ 472.00

Driving from Norfolk to Washington, D. C., would cost less for the single employee.

SUBPART E -- EMERGENCY STORAGE OF A POV

302-10.400-- **Approval of Emergency Storage of a POV.** The appropriate Assistant Administrator, Staff Office Director, or his/her designee, will make determinations regarding authorization of the emergency storage of a POV and the location for that storage.

SUBPART F — AGENCY RESPONSIBILITIES

302-10.502(a) - (f)-- **Governing Policies.** NOAA's governing policies for the allowances of transportation and emergency storage of a POV are established within the appropriate Subparts of Chapter 302-10 of the FTR and the NOAA Travel Handbook.